Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024

EXECUTIVE SECRETARIAT

Routing Slip

ICS

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/ICS	✓			
4	DD/NFA				
5	DD/A				
6	DD/O				
7	DD/S&T			DD/ICS AS	
8	Chm/NIC				
9	GC				
10	IG				
11	Compt				
12	D/EEO				
13	D/Pers		✓ (W/O enclosure)		
14	D/OPP				
15	C/EAS/OPP				
16	C/IAS/OPP				
17	AO/DCI				
18					
19					
20					
21					
22					
	SUSPENSE		Date		

Remarks:

11 MAR 1982
TRAIN
LOGGED

Executive Secretary
3/11/82
Date

3637 (10-81)

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Executive Registry
82-2509/1

THE PRESIDENT'S COMMISSION ON EXECUTIVE EXCHANGE
THE WHITE HOUSE

March 8, 1982

Dear Mr. Casey:

Thank you for nominating [redacted] as a candidate for Exchange XIII (1982-1983) of the President's Executive Exchange Program. I am pleased with your interest in the Program.

STAT

The Commission will conduct a series of interviews to insure each nominee's qualifications for the Program. We will contact your nominee directly to arrange a schedule and look forward to meeting with her.

We will keep you informed of developments.

Sincerely,

June G. Walker
Executive Director

Enclosures: COI Pamphlet
Interview Schedule

MAR 11 9 53 AM '82

Mr. William J. Casey
Director of Central Intelligence
Central Intelligence Agency
Washington, DC 20505

744 JACKSON PLACE, N.W. WASHINGTON D.C. 20503 (202) 395-4616

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

INTERVIEW SCHEDULE: Nominees from Federal Government Departments/Agencies within Washington, D.C.

March
April

SERIES I: INTERVIEWS BY COMMISSION STAFF

- o Barbara M. Otis
  Assistant Director/Federal Sector Participation (1½ hours)
- o Neil Stein
  Deputy Director (1 hour)

(Nominees will hear directly from Commission staff to set appointment date and location. Please allow three hours for completion of interviews.)

FIRST SELECTION

- o Letters of rejection sent
- o Letters advising of further interviews sent.

SERIES II: INTERVIEWS BY ALUMNUS/A OF EXECUTIVE EXCHANGE PROGRAM

- o Nominees will be contacted directly by an Alum of the Program, who will advise the time and location of this interview. (45 mins.)

Approximately
April 20

SECOND SELECTION

- o Letters of rejection sent.
- o Letters advising of further interviews sent.

Approximately
May 7
May 8

SERIES III: FINAL INTERVIEWS BY PANEL FROM BUSINESS COMMUNITY

- o Nominees will hear of appointment schedule directly by telephone from Commission staff. Interviews will take approximately 1 hour.

Approximately
May 9

FINAL SELECTION

- o Letters of acceptance/rejection sent.

May 13

MEETING OF FEDERAL NOMINEES ACCEPTED FOR PLACEMENT

- o Meeting is for discussion of placement process and administrative details.
- o Nominees will receive notice of time and location by mail.

NOTE: All letters will be sent to home address.

Please address all questions to Barbara M. Otis, Assistant Director for the Federal Sector Participation at (202) 395-4616.

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Compliance With the Laws on Conflict of Interest

Summary of the Conflict of Interest Laws

Post-Employment Restrictions and the Exchange Executive

Financial Reporting

Executive Order 11222 and Standards of Ethical Conduct for Government Officers and Employees

The President's Commission on Executive Exchange
The White House
744 Jackson Place, N.W.
Washington, D.C. 20503

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

To Presidential Exchange Executives:

In considering potential assignments for Exchange Executives, the staff of the President's Commission on Executive Exchange carefully screens out any assignments that may lead to a conflict of interest situation.

If a question exists, the potential for conflict is explored with counsel for both the private sector organization and Federal agency involved, and if necessary the Director of the Office of Government Ethics. If a question remains, the assignment is not made.

The designated ethics official of the host organization is asked to make continuing reviews of potential conflicts of interest. If at any time it is determined that a conflict appears to be developing, the Exchange Executive will be transferred to another assignment.

Exchange Executives should become familiar with Federal conflict of interest laws. Private sector executives entering Government service are subject to the same conflict of interest laws and regulations that are applicable to career Federal employees. The conflict of interest statutes continue to apply to a Federal employee while on leave-without-pay.

Study this document carefully and thoroughly. Should you become aware of a possible conflict-of-interest situation or of a situation which gives rise to the appearance of a conflict of interest, you must bring the matter to the attention of the staff of the President's Commission on Executive Exchange, and the Federal agency's designated ethics official or the private sector Legal Counsel.

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Avoiding Conflicts of Interest

Following is a summary of the most important features of the system for regulating conflicts of interest in the Executive Branch of the Federal Government. This includes financial disclosure requirements, a summary of the conflict of interest statutes including post-employment restrictions, and standards of ethical conduct for Government employees. The Office of Government Ethics prepared this analysis in cooperation with the United States Department of Justice.

Financial Reporting by Presidential Exchange Executives From the Private Sector

Title II of the Ethics in Government Act of 1978 requires high-level Federal executives to file **public** statements of their financial interests. **This provision of the Act does not apply to Presidential Exchange Executives**, inasmuch as it limits such disclosures to officials at grade GS-16 and higher.

However, under the provisions of Executive Order 11222, Federal agencies may require employees below the grade of GS-16 to file **confidential** financial disclosure statements. A Presidential Exchange Executive will be advised by the designated agency ethics official of the Federal agency where he or she receives an assignment, to determine whether a confidential disclosure statement must be filed with the agency.

Summary of Conflict of Interest Statutes

A regular officer or employee of the Government—that is, one appointed or employed to serve more than 130 days in any period of 365 days—is in general subject to the following major prohibitions (the citations are to the sections of title 18 including the 1978 and 1979 amendments to the post-employment restrictions of section 207 of title 18 of the United States Code).

1. He/she may not, except in the discharge of his/her official duties, represent any other person before a court or Government agency in connection with a particular matter in which the United States is a party or has an interest. This prohibition applies both to paid and unpaid representation of another (18 U.S.C. 203 and 205).
2. He/she may not participate personally and substantially in his/her governmental capacity in any matter in which he/she, his/her spouse, minor child, partner, organization in which he/she is serving as officer, director, trustee, partner or employee, or person with whom he/she is negotiating for employment has a financial interest (18 U.S.C. 208).
3. No former Government employee, after terminating Government employment, shall knowingly act as agent or attorney for or otherwise represent any other person in any formal or informal appearance before, or with the intent to influence, make any oral or written communication on behalf of any other person (1) to the United States, (2) in connection with any particular Government matter involving a specific party, (3) in which matter such employee participated personally and substantially as a Government employee (18 U.S.C. 207(a)).
4. No former Government employee within two years after terminating employment by the United States, shall knowingly act as agent or attorney for, or otherwise represent any other person in any formal or informal appearance before, or with the intent to influence, make any oral or written communication on behalf of any other person (1) to the United States, (2) in connection with any particular Government matter involving a specific party (3) if such matter was actually pending under the employee's responsibility as an officer or employee within a period of one year prior to the termination of such responsibility.

Presidential Exchange Executives should pay particular attention to the following statutory summary.

5. He/she may not receive any salary or supplementation of salary from a private source as compensation for his/her services to the Government. This does not prevent an Exchange Executive from continuing to participate in a bona fide pension, retirement, group life, health or accident insurance, profit-sharing, stock bonus, or other employee welfare or benefit plan maintained by a former employee. Nor does it prohibit the payment of actual relocation expenses incident to participation, or the acceptance of same, by a participant in the Executive Exchange Program on assignment with an Executive agency (18 U.S.C. 209).

(This summary is designed only to present an overview of statutory conflict of interest provisions. For additional information on Post-Employment Conflict of Interest, see 5 C.F.R., Part 737.)

Counseling is available by contacting the appropriate designated agency ethics official or the Office of Government Ethics, Washington, D.C. 20415, or call (202) 632-7642.

Standards of Ethical Conduct

Executive Order 11222 prescribes Standards of Ethical Conduct for Government Officers and Employees. Pursuant to this Order each Federal agency and department has issued standards of ethical conduct for their employees which meet certain minimum standards established by Executive Order 11222 and its implementing regulations.

All Presidential Exchange Executives are required to familiarize themselves with the standards of conduct of their hosting organizations, which will provide copies of regulations.

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Standards of Ethical Conduct

Executive Order 11222

Prescribing Standards of Ethical Conduct for Government Officers and Employees

"By virtue of the authorities vested in me by section 301 of title 3 of the United States Code, and as President of the United States, it is hereby ordered as follows:

Part I—Policy

Section 101. Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his government. Each individual officer, employee, or advisor of government must help to earn and must honor that trust by his own integrity and conduct in all official actions.

Part II—Standards of Conduct

Section 201. (a) Except in accordance with regulations issued pursuant to subsection (b) of this section, no employee shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or any other thing of monetary value, from any person, corporation, or group which—

(1) has, or is seeking to obtain, contractual or other business or financial relationships with his agency;
(2) conducts operations or activities which are regulated by his agency; or
(3) has interests which may be substantially affected by the performance or nonperformance of his official duty.

(b) Agency heads are authorized to issue regulations coordinated and approved by the Office of Personnel Management, implementing the provisions of subsection (a) of this section and to provide for such exceptions therein as may be necessary and appropriate in view of the nature of their agency's work and the duties and responsibilities of their employees. For example, it may be appropriate to provide exceptions (1) governing obvious family or personal relationships where the circumstances make it clear that it is those relationships rather than the business of the persons concerned which are the motivating factors—the clearest illustration being the parents, children or spouse of Federal employees; (2) permitting acceptance of food and refreshment available in the ordinary course of a luncheon or dinner or other meeting or on inspection tours where an employee may properly be in attendance; or (3) permitting acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities of employees, such as home mortgage loans. This shall be effective upon issuance of such regulations.

(c) It is the intent of this section that employees avoid any action, whether or not specifically prohibited by subsection (a), which might result in, or create the appearance of—

(1) using public office for private gain;
(2) giving preferential treatment to any organization or person;
(3) impeding government efficiency or economy;
(4) losing complete independence or impartiality of action;
(5) making a government decision outside official channels; or
(6) affecting adversely the confidence of the public in the integrity of the government.

Section 202. An employee shall not engage in any outside employment, including teaching, lecturing, or writing, which might result in a conflict, or an apparent conflict, between the private interests of the employee and his official government duties and responsibilities, although such teaching, lecturing, and writing by employees are generally to be encouraged so long as the laws, the provisions of this order, and Office of Personnel Management and agency regulations covering conflict of interest and outside employment are observed.

Section 203. Employees may not (a) have direct or indirect financial interests that conflict substantially, or appear to conflict substantially, with their responsibilities and duties as Federal employees, or (b) engage in, directly or indirectly, financial transactions as a result of, or primarily relying upon, information obtained through their employment. Aside from these restrictions, employees are free to engage in lawful financial transactions to the same extent as private citizens. Agencies may, however, further restrict such transactions in the light of the special circumstances of their individual missions.

Section 204. An employee shall not use Federal property of any kind for other than officially-approved activities. He/she must protect and conserve all Federal property, including equipment and supplies, entrusted or issued to him/her.

Section 205. An employee shall not directly or indirectly make use of, or permit others to make use of, for the purpose of furthering a private interest, official information not made available to the general public.

Section 206. An employee is expected to meet all just financial obligations, especially those—such as Federal, State, or local taxes—which are imposed by law."

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1

Acknowledgement of Receipt of President's Commission on Executive Exchange Statement on Compliance With the Laws on Conflict of Interest

Date_____ Location_____

To: Executive Director
President's Commission on Executive Exchange

I have received a copy of the following: (1) Summary of Conflict of Interest Laws, (2) Post-Employment Restrictions, (3) Financial Reporting and (4) Executive Order 11222.

I understand that during my appointment as a Presidential Exchange Executive, I will be subject to these Laws and Executive Order 11222. I further understand that although my appointment as a Presidential Exchange Executive will be carefully screened for purposes of insuring compliance, should I at any time become aware of a possible conflict-of-interest situation or of a situation which gives rise to the appearance of a conflict of interest, I should bring the matter to the attention of the official designated for giving advice and counseling on such matters and to the Commission office.

Signature _____

Print Name of Signer_____

Title or Position_____

Company or Agency/Department_____

Approved For Release 2007/04/20 : CIA-RDP84M00395R000800250024-1